

## **SPONSOR CHECKLIST – At Least Read Bold Underlined Items!**

### **After you have received an approval notification from the Montana Arts Council:**

- ☐ Contact the artist and reconfirm the dates and costs of the residency. If there will be changes in the dates call the Montana Arts Council office. 406-444-6522
- ☐ Sign a contract with the artist *before* the residency begins. On our website is a sample copy of a contract your school/ organization might use. Take time with the artist to verify and agree to all services and terms specified. Mail the artist a copy of the contract. Make two copies of the signed contract: one for your files, and one for the artist; and
- ☐ Make arrangements with your Business Office to have the artist's check ready for the final day of the residency.

### **One or two weeks prior to residency:**

- ☐ **Copy and send home the parent letter the week before the residency begins.**
- ☐ Arrange a meeting to finalize the details of the residency with school staff and community. Include the artist if possible.
- ☐ Distribute information about the residency to individuals who should know about the schedules and activities (include teachers, administrators, support staff, community arts organizations, school board members, local legislators, city council members, members of parent organizations, etc). Invite them to participate during the residency;
- ☐ Reserve classroom or workspace for the artist(s); and inform newspapers, radio and television stations, and other local media of the residency (see the sample press available on our website for an example).

### **During the residency:**

- ☐ **Use the assessment tools to determine whether the students met the learning objectives**
- ☐ Give the artist his/her evaluation form.
- ☐ Introduce the artist to staff and community members involved in the residency.
- ☐ Remind the teachers to remain with their classes when the artist is working in their classroom. (The most effective residencies occur when teachers participate in the activities with students)
- ☐ Trouble-shoot for the artist—communicate successes and concerns.

### **Final day of the residency:**

- ☐ **Pay the artist(s) the full residency fee.**

Payment will be issued to you only when all the necessary forms have been completed and submitted including receipts for any supplies. Payments are made within 30 days upon approval of these reports. If you have any questions please call Beck McLaughlin at 406-444-6522.